5 October TO: (Name, office symbol, room number, Initials Date building, Agency/Post) OP ATTN: Note and Return Action Per Conversation Approval For Clearance For Correction Prepare Reply As Requested See Me 👉 For Your Information Circulate Signature Comment Investigate Justify Coordination REMARKS

#1. FOR ACTION

The Program has been extended through 12 October 1989. Mr. Mike Triggs (556-1250) at GSA should be contacted to pick up food. GSA has also indicated that they have posters and boxes available. I'd try FMG/OL first.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)							Room No.—Bldg.	
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\* U.S. GPO: 1988 — 241-174

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## Administrator General Services Administration Washington, DC 20405



ER 89-3907

September 29, 1989

MEMORANDUM FOR ALL AGENCY AND DEPARTMENT HEADS

FROM:

RICHARD G. AUSTIN

ACTING ADMINISTRATOR

SUBJECT:

Collection of Non-Perishable Foodstuffs for Relief

of Hurrican Hugo Victims

You are all aware that the recent devastation caused by Hurricane Hugo has left thousands of people without food, shelter, and clothing. Given that the local power companies expect long delays in restoring full electricity to the affected areas, there is a critical shortage of non-perishable food.

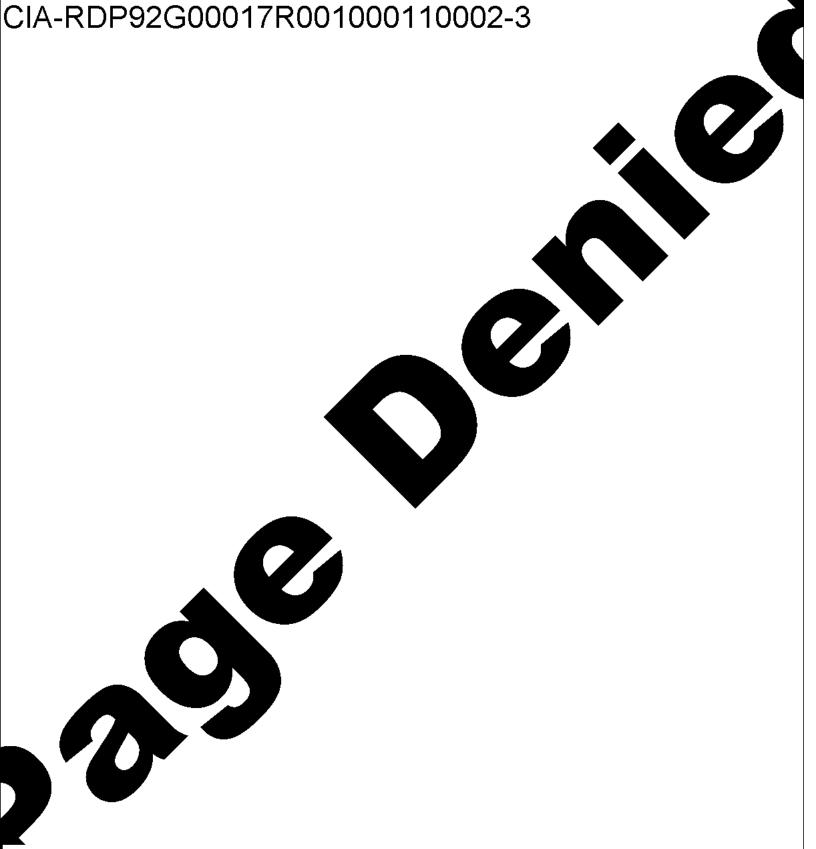
As such, I am appealing to the generosity of all Federal Government employees in the Washington, D.C. metropolitan area to "canvas your cupboards" and voluntarily donate all of the non-perishable food you can spare to this most worthy cause.

With your help and support, in conjunction with the White House Office of National Service, General Services Administration (GSA) will coordinate efforts to make arrangements to place collection boxes at the entranceway to all buildings housing Federal employees. Contributions of canned goods will be collected by a recognized relief agency beginning Friday, September 29, 1989, and will continue until Friday, October 6, 1989, at which time all food donated will be transported to the areas of most need.

Perhaps you might want to appoint an agency coordinator to oversee this relief effort. GSA will be contacting you with further details. In addition, Mr. Gregg Petersmeyer, Deputy Assistant to the President and Director for the Office of National Service will be transmitting more information to your staff later today at a meeting of department and agency representatives.

For further information please contact Mr. Gordon Hamel, General Services Administration on 523-1609. Thank you for your attention to this important effort.

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